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IA 1 – Severe Weather (including Landslides)

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IA 1. Severe Weather (including Landslides)**IA 1 Tasked Agencies**

Primary Agencies	Public Works
Secondary Agencies	Police Department Fire Department

1 Description

From time to time, the City of McMinnville experiences snow, ice, high wind, and extremely cold temperatures. These conditions can create hazardous driving conditions and power outages. The City Manager will determine if the severity and/or duration of a severe weather incident warrants the implementation of this plan. If the City Manager is not available, the Incident Commander (IC) is authorized to make the determination. While the primary focus of this plan is on winter storms, the information and guidelines it establishes may also be used for other incidents of severe weather.

2 Response Planning

Planning and preparing for severe weather incidents are primarily the responsibility of Public Works. Unless safety considerations warrant, all other City departments are responsible for maintaining their own operations and services during periods of extreme weather and for supporting Public Works as requested. The Public Works Superintendent is also responsible for coordinating the biannual review of this document with the Emergency Management Coordinator.

2.1 Assistance Organizations

2.1.1 American Red Cross

If temporary lodging is needed due to a severe storm or power outage, the Oregon Trail Chapter of the American Red Cross (ARC) will, upon request, activate and manage shelter operations. The Public Information Officer (PIO) is responsible for publicizing information on the opening and location of shelter operations. City employees will not approve, support, or refer citizens to any shelter that is not managed by the ARC. See FA 2 for more information on Sheltering and Mass Care.

2.1.2 Yamhill County Health and Human Services

The Yamhill County Health and Human Services Department also provides support to citizens who may need extra assistance during extreme weather. This support includes both crisis intervention and long-term support and provides an interface with such services as home-delivered and congregate meals, in-home services, and alternative care. Emergency access to these services should be coordinated through Yamhill County Emergency Management.

IA 1. Severe Weather (including Landslides)**2.1.3 Neighborhood Watch/CERT**

Neighborhood Watch and CERT members may provide emergency contact points during an emergency. Watch captains and CERT leaders may have information on the general condition of citizens and can disseminate alert and/or warning information in their areas.

2.2 Emergency Transportation

Sources for emergency transportation include Yamhill County Transit Area/First Transit, First Student Transportation school bus provider, cab companies, and, under State-declared emergency, the National Guard. See SA 1 for Resource Lists.

2.3 Telephone and Power Outages

Loss of telephone services and electricity can accompany incidents of severe weather. See IA 3 – Utility Failure for response information relating to utility failures and resource shortages.

3 Communication**3.1 Severe Weather Information**

The National Weather Service is responsible for the timely issuance of weather warnings to the public, including the approach of winter storms.

The Community Development Department is responsible for monitoring National Oceanic and Atmospheric Administration (NOAA) resources during times when severe weather is predicted.

In addition to NOAA, weather updates are disseminated through the Law Enforcement Data System (LEDS). The Police Department shall forward all weather updates to the Emergency Management Coordinator, the Fire Department, and the Public Works Department.

3.2 Public Information

If Incident Command determines that additional information needs to be disseminated to McMinnville residents, a PIO will be appointed to develop and distribute news releases as directed.

4 Emergency Service Actions

Every City department, as well as all responding agencies, has a responsibility to maintain standard operating procedures (SOPs). The following checklists identify tasks that may need to be accomplished in preparation for, response to, and recovery from a severe weather incident that may not be included in the basic plan or SOPs. They should not be considered all-inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

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The checklists are divided by responding departments and Incident Command System (ICS) functions.

4.1 Public Works**4.1.1 Warning**

- ___1. Review the status and location of equipment, fuel, sand, and other related materials for use during and after the storm.
- ___2. Check generators and other power, lighting, and communications equipment.
- ___3. Determine the operational readiness of vehicles. Provide emergency equipment as necessary.
- ___4. Assess the feasibility of releasing non-essential personnel. Establish a procedure for advising personnel whether or not to report to work. Unless specific instructions are given to the contrary, all City personnel are expected to report to work as scheduled.
- ___5. Alert utility crews and contracted services of the impending situation.
- ___6. So far as is practical, place personnel and equipment on standby, and keep in communication with operating and standby crews.
- ___7. Assess potential trouble spots, high risk facilities, and other locations where large numbers of people may be congregated, e.g., steep hills, low spots, schools, and care facilities.

4.1.2 Impact

- ___1. Assume Incident Command. See Command Checklist, page 1–5.
- ___2. Assess the situation, including a determination of affected areas. Obtain information such as current and predicted speed and direction of wind, precipitation, barometric readings, estimated duration of conditions, etc.
- ___3. Keep information on conditions of routes up-to-date. Utilize appropriate routes as conditions change. Use Emergency EAS stations, keep public and other departments informed of changes in use of routes.
- ___4. Respond to and control incident(s) according to department SOPs.
- ___5. Initiate communication with high risk facilities to determine needs.

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- ___6. Limit travel into the storm area as required. Coordinate access control with the Police Department.
- ___7. Emergency Operations Center (EOC) activation: Brief the staff on current conditions, capabilities, and activities. Pass overall incident command to the City Manager, if requested.
- ___8. EOC Activation: Provide the Planning Section with list of resources deployed in response to the incident.
- ___9. EOC Activation: Provide the Logistics Section with list of outstanding or enroute requests for additional resources.
- ___10. EOC Activation: Maintain expenditure and time records for the Finance Section.

4.1.3 Recovery

- ___1. Release excess personnel and equipment.
- ___2. Clean sand and debris from affected streets.
- ___3. Restore equipment and supplies to pre-incident status.
- ___4. Participate in post-incident analysis.

4.2 Fire Department**4.2.1 Warning**

- ___1. Review the status and location of equipment, fuel, and other essential supplies for use during and after the storm.
- ___2. Check auxiliary generators and other power, lighting, and communications equipment.
- ___3. Determine operational readiness of vehicles. Provide emergency equipment as necessary.
- ___4. Consider activation of volunteers.
- ___5. Alert field personnel and fire stations.

4.2.2 Impact

- ___1. Maintain communications with operating units and fire station personnel.
- ___2. Keep information on conditions of routes up to date. Utilize appropriate routes as conditions change. Keep other departments informed of changes in such routes.

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- ___3. EOC Activation: Provide the Logistics Section with a list of outstanding or enroute requests for additional resources.
- ___4. EOC Activation: Provide the Planning Section with list of resources committed to the incident, and those available to be assigned.
- ___5. EOC Activation: Maintain time and expenditure reports for the Finance Section.
- ___6. EOC Activation: Provide staff to the EOC, as requested.

4.2.3 Recovery

- ___1. Release excess personnel and equipment.
- ___2. Restore equipment and supplies to pre-incident status.
- ___3. Participate in post-incident analysis.

4.3 Police Department**4.3.1 Warning**

- ___1. Upon receipt of warning (via LEDS), notify the Emergency Management Coordinator.
- ___2. Review the status and location of equipment, fuel, vehicle chains, and other essential supplies for use during and after the storm.
- ___3. Check lighting and communication equipment.
- ___4. Assess the feasibility of releasing non-essential personnel, as advised by the City Manager. Establish a procedure for advising personnel whether or not to report for duty. Unless instructions are given to the contrary, all city personnel are expected to report for work.

4.4 Administration**4.4.1 Warning**

- ___1. City Manager - Assess the feasibility and desirability of releasing non-essential personnel. Implement the procedure for informing personnel whether or not to report to work. Unless specific instructions are given to the contrary, all city personnel are expected to report for work as scheduled.

4.4.2 Impact

- ___1. City Manager - Consider activation of EOC.

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- ___2. City Manager - Consider assuming overall incident command.
- ___3. Assess the need for declaration of emergency.
- ___4. EOC Activation: Provide the Planning Section with list of resources deployed in response to the incident and those available for assignment.
- ___5. EOC Activation: Provide the Logistics Section with a list of outstanding or enroute requests for additional resources.
- ___6. EOC Activation: Maintain expenditures and time records for Finance Section.
- ___7. Keep the Mayor and City Council apprised of the situation.

4.4.3 Recovery

- ___1. Participate in post-incident analysis.

4.5 Incident Command

- ___1. If conditions hamper or overload response capabilities, determine priorities on the basis of criteria outlined in the Basic Plan, Chapter 1 – Introduction.
- ___2. If conditions warrant, declare the existence of a State of Emergency and submit a copy of the City’s declaration, along with specific requests for assistance to the County Office of Emergency Management. See FA 4 – Recovery Strategy for reporting information.

For more detailed instructions for Incident Command and Command Staff, the Basic Plan, Chapter 5 – Command and Control.

5 EOC Staffing Pattern

City departments involved in emergency response, and personnel assigned to Command or General Staff, are required to report to the EOC upon activation. Personnel assigned to the EOC must have the authority to make decisions associated with their Command or General Staff position, and commit their department or organization’s responsibility for ensuring that the appropriate Command and General Staff positions are filled.

5.1 General Instructions for All EOC Personnel

- Receive briefing from immediate supervisor.

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- Acquire work materials and bring required equipment such as radios to the EOC.
- Organize and brief subordinates.
- Complete forms, reports, and other documentation required of the assigned position, and send material through supervisor to the Planning Section, Documentation Unit.
- Fulfill assignment according to position guidelines, and City policy.

5.2 Emergency Operations Center Equipment

The City EOC shall be equipped with radios, a modem, cellular telephones, a fax machine, a television, a video camera, and a video recorder/player.

5.3 Emergency Operations Center Activation

The City Manager, the Emergency Management Coordinator, and the IC each have the authority to activate the EOC. The Emergency Management Coordinator and the IC must consult with the City Manager, if available, before ordering activation. Should there be disagreement on EOC activation, the City Manager has ultimate authority to make the decision.

Upon activation of the EOC, the City Manager, at his or her discretion, may assume the Administrator role of IC.

As soon as practical, Yamhill County Emergency Management shall be notified that the EOC has been activated. County Office of Emergency Management should be briefed and a preliminary determination made of whether a request for disaster declaration is likely. See SA 2 – Call Lists.

5.4 EOC Activation Triggering Mechanism

The level of response required by an incident will provide guidelines for EOC activation.

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| LEVEL I | An incident that can be handled within the normal organization and SOPs of the responding departments. <u>The EOC would not be generally activated.</u> |
| LEVEL II | An incident that has special or unusual characteristics requiring response by more than one city department or by one department with the assistance from other mutual aid agreement responders. <u>The EOC may be activated.</u> |
| LEVEL III | An incident that requires the coordinated response of all levels of the government to save lives and protect the property of a large portion of the population. <u>The EOC is activated.</u> |

IA 1. Severe Weather (including Landslides)**5.5 EOC Access**

Since the EOC is an operational center dealing with a volume of incoming and outgoing information, access shall be limited to emergency operations personnel as designated by the IC. Other individuals may be allowed access as determined by the IC, if their presence meets the needs of the situation at hand. A pass system will be in place to identify those personnel who are authorized to be present.

6 Appendices

- None at this time.